

Privacy Notice – Pupils

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**. It based on the Department for Education's model privacy notice for pupils, amended to reflect the way we use data in this school.

We, Pinner High School, Beaulieu Drive, HA5 1NB, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Judicium Consulting Limited (please see below for contact details).

The personal data we hold

Personal data that we may collect, use, store and (when appropriate) share about pupils includes:

- Personal identifiers such as name, unique pupil number, contact and emergency contact details and preferences, date of birth, siblings, copies of identification documents
- Characteristics such as ethnic background, languages, eligibility for free school meals
- Assessment, attainment, curricular and special educational needs information including information provided by previous schools and external professionals
- Extra-curricular records including involvement in sporting and enrichment activities, school trips and excursions and positions of responsibility
- Medical, welfare, social care and safeguarding information including medical advice, dental and health records, allergy, medication and dietary requirements, involvement of external professionals and agencies, care and family arrangements, relevant court orders
- Pastoral and behavioural information including attendance and exclusion records
- Photographs including by way of electronic school management records and records of school activities and events
- Biometric data used as part of the school's cashless payment system

This data may be provided by pupils, parents/carers, generated internally or received from external organisations, including other schools, local authorities, related agencies or the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Make appropriate pastoral and welfare provision
- Ensure the safe and orderly running of the school
- Communicate with parents/carers and pupils

- Administer applications, admissions and appeals
- Comply with the laws which require us to collect and pass certain pupil data to other bodies concerned with education and/or children
- Manage, assess and promote the quality of our provision

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation, including our legal duty to educate pupils under the Education Act 1996, and to provide related services.
- We need to perform a task carried out in the public interest or in the exercise of an official authority vested in us

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent
- We need to protect the vital interests of the data subject or another person

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

We collect pupil data from pupils, parents/carers, our own performance of services, and from external organisations, including other schools that pupils have attended, local authorities, related agencies and the Department for Education.

Pupil data is important for the school operations and fulfilment of its functions. Whilst the majority of information we collect about pupils to this end is routine and/or mandatory, there is some information that you can decline to provide. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional.

How we store this data

We keep pupil data securely for the time set out in our Records Management Policy which is available on request. Essentially we keep pupil data from the time a pupil is offered a place and/or admitted to the school, whilst they are attending our school and for a limited time beyond their attendance, for practical reasons and in order to comply with our legal obligations.

Pupil data is stored electronically (for example on our school information management system, SIMS, or in teacher records) and in some cases in hard copy too (for example, forms you complete and return to us).

Data stored electronically may be saved on a cloud based system. We have been advised by and retain external IT advisers for the purposes of ensuring the efficiency and appropriate security of this.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to. Subject to this, we may share pupil data with

- A pupil's parent/carer
- Our local authority or a pupil's home local authority, if different, to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions and information to allow local authorities to discharge post-13 education and training responsibilities
- The Department for Education, to meet our legal obligations to file census data pursuant to regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Our trustees and governors
- Our auditors
- Ofsted
- Educators and examining bodies
- Suppliers and service providers to enable them to provide the service and support to pupils or the school
- Health and social welfare professional and organisations
- Professional advisers and consultants
- Coaches and trip providers
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Schools that the pupil attends after leaving us

Parents and pupils' rights regarding personal data

Under data protection legislation, parents and pupils have the right to request access to information we hold about them. If you would like to make a request, please contact the Headteacher's PA, contact details below.

You also have the right to

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Concerns and contacts

- To make a request to access your/your child's personal data, please contact the **Headteacher's PA**, (vfairweather@pinnerhighschool.org)
- If you have any queries, concerns or complaints, please contact our **Data Protection Officer, Judicium Consulting Limited, 72 Canon Street, London, EC4N 6AE**, dataservices@judicium.com, tel 0203 326 9174, lead contact Craig Stilwell
- If you remain concerned, you can contact the **Information Commissioner's Office**, (<https://ico.org.uk/concerns/>)